

Revised pgs 1,2 5, 6 & 10 Mgt Aug 2024

Learning 4 the Future

**5488 -5496 W. 159th st.
Oak Forest, Il 60652**



Ph#708-897-0145

Fax# 708-926-2799

Email: info@L4tfchildcare.org

PARENT HANDBOOK

Philosophy

“Learnin
g for the Future” is a step above; it is an awesome and superior childcare center. We provide aid for parents who need assistance with the development of their children’s physical and mental growth. We believe it is important in the early years to provide your child with affectionate, individualized, and responsive attention in order to prepare them for the future learning and growth. We encourage self assurance and independence for our children. The words in the name “Learning 4 the future” speak for the character of the center. We aim to provide an educational, professional, and contemporary daycare facility. Our cause is to promote education and child development for our children. We strive to serve the whole child and their families. Our center is unique and inviting to both the parent and child. It will exemplify life and energy through organization, bright colors, fun and educational materials and an abundance of space for each child.

Learning 4 the Future’s Objectives

- A. Provide developmental care by creating and tuning fine/gross motor activities through fitness and play.
- B. Promote cognitive and emotional development based on the child’s individual needs
- C. Teach each child fundamental skills through activities that will help build your child’s personality.
- D. Promote the opportunity to be with other children in a setting appropriate for the development of social relationships and friendships.
- E. Provide quality and adequate care for each child so that the parents will feel secure in leaving their child.
- F. Provide opportunities to grow in the understanding of the child’s development.

Policies and Procedures:

1. Learning 4 the future child care begins at 6:00am Monday through Friday, closes at 6pm
2. There is a 10 day probation period for each child. The daycare center may terminate this agreement at any time during the probation period. Parents may also terminate the agreement during this period.
3. A Child may be in attendance of Learning for the future center for a maximum of 10 hrs per day.
4. Parent must give a 2 wk notice if the child is to be permanently removed from the Child care center. The tuition for the 2wks is still due along with the notice of plans to discontinue enrollment. If adequate notice is not given, an additional fee may be applied.
5. In case of disruptive behavior on the part of the parent or the child, the center will give a 2wk notice prior to termination of care. **The tuition for the 2wk will still be due when notice is given.**
6. **All children that are 3 yrs old and older are required to be potty trained. We will work with the children, assisting the parent, however potty training should be already implemented with the child. And the training process should be more than halfway completed. All Children are unique and the process is different for each child. The child will learn at their own pace.**
7. **The center does charge additional fee if a child is not potty trained by the age of 3, must be potty trained to participate in our Pre K classroom**
8. If a child is going to be absent, the parent must call the center between 5:45am-6:15am, the day the child will be absent.
9. Childcare/ school fees still applies if a child is to be absent for sick or vacation time/day.
10. If the child is going to be late, parents are required to inform the day care center.
11. Due to the structured program of Learning 4 the future it is imperative that the parent drops off their child on time. This time will be determined by each parent's individual drop off schedule.
12. Morning drop is by 9:15am. There will be a \$2.00 late fee for any child that arrives after 10am.
13. Pick up time is @ 6:00pm a charge of \$1.00 per minute will be charged for pick up after 6pm. And \$ 5 per minute after 6:05pm. **No Exceptions!!!!!!!!!!!!**
15. Any person, other than the parent/legal guardian, that is picking up a child, an official state I.D. must be shown. In addition, the parent/guardian prior to pick up must contact the center, informing them with the name of the person other than the Parent/guardian that will be picking up their child.
16. No child will be allowed to be picked up by any persons not listed on the 'child pick up list unless the center has been notified prior to pick up time.
17. We will keep a child for up to 1 hrs after closing time, (all children should be picked up by 6pm) if a child is not pickup by 6:30pm and there is no explanation to why this has occurred the Director or Lead teacher has to take the proper precautions, by contacting the proper authorities, police, Child abuse hotline etc.

Late Child/ren pick up

In Event a child is left at Learning for the future after closing time of 6pm Day time.

If parent/guardian are aware that they will be late picking up, the fee does apply as stated on the attached sheet, and a call should have been placed to the center to inform staff of the ETA for picking up. 2staff members are to stay behind until the situation is resolved.

If after 6:30pm the following steps are to be followed:

A Lead staff (site director, asst. director) will begin to contact the parent/guardian again that is listed on the child/children file.

Next step if no response or unable to contact the parent or guardian, contact each emergency contact that is listed in file to arrange for someone to pick up the child/ren.

Next step if no response and the child/children is still at the facility after all contacts have been exalted and 1 hour has passed, the Lead staff (site director, asst. director) should than contact the proper authorities, . **(Under no circumstances should the staff remove any children from the facility).**

If a parent is repeatedly late, the director should set up a meeting with the parents/guardian regarding the situation to discuss a corrective plan.

Please see late fees and schedule on the late fee form (Given by Director)

18. Notify the daycare center with any changes in the employment, address, telephone numbers or any pertinent family information. The center must be able to contact the parent/legal guardian at all times.
19. Parent must ensure that the child's immunization records are current and up to date, also a copy of original child/ren birth certificate must be submitted to the childcare facility within 30 days of enrollment, if not received with in time manner indicated, the center is obligated by state regulations to notify the Illinois State police or local law enforcement agency.
20. The following forms must be filled out upon enrollment
 1. **Registration form**
 2. **Immunization form/ Infants must have all their current shots in order to be enrolled.**
 3. **Authorization emergency medical care forms**
 4. **Health/Physical form (T.B. Forms)**
 5. **Authorization for transportation form**
 6. **Birth Certificate**
 7. **Provider Change Form**
 8. **Any Subsidize forms (childcare, food. Etc)**
 9. **Authorization for field trips, walk, etc (upon request)**

Guidance & Discipline Policy

Here at learning 4 the Future we will guide and redirect the children to help them learn to cooperate with their peers and help in developing strong, respectful, and well-mannered individuals. We will be helping children work through disfavor able situations that is much more rewarding than responding negatively to their behavior, which is enhanced by love and nurturing. We will work with instilling simple values as;

- ♥ Honesty
- ♥ Kindness
- ♥ Respect for others
- ♥ Sharing
- ♥ Caring
- ♥ Politeness
- ♥ Self Control
- ♥ Thoughtfulness

Please understand that there will be disagreements among children, teaching the children appropriate behavior will be highly enforced. If behavior is a constant issue steps to the future may discontinue service, Please be aware we will make every effort to correct the and find a solution. We encourage children to solve problems among themselves. The younger students needs guiding to solve their conflicts. When a child's behavior is unsatisfactory, the following disciplines techniques will be implemented by Steps to the Future Daycare:

- ♥ Verbal warning
- ♥ Setting clear limit
- ♥ Offering choices
- ♥ Model of positive methods
- ♥ Redirection to a more positive behavior

Final and very last with every effort of trying to reason with the child and parent (dismissal from the service)
Time out is not prohibited at steps to the future. Redirection is what we practice. Punishment is not discipline!
Privileges will not be denied with regards to food, outdoor time, or activity time. Childcare workers must always be consistent. Children are very impressionable and will always pick out inconsistencies. This is the time when control is lost. Children will feel more in control and better able to relate their feelings when they understand "the sense of acting in a certain way"

Parent Guidance:

The following discipline techniques are PROHIBITED:

- * Physical punishment
- * Screaming at a Child
- * Ridiculing a Child or the Child's Family
- * Blaming, teasing, insulting, name calling or threatening the child with punishment
- * Withholding food
- * Withholding of affection or positive attention

No child will be subjected to, under any circumstances, any form of corporal punishment, which includes hitting, spanking, swatting, shaking, pinching, and other measures intended to induce physical pain or fear.

Children will not be punished for toilet accidents.

PARENTS WILL BE INVOLVED IN GUIDANCE PROCESS:

A director or lead teacher will verbally notify the child's parent if a pattern of unacceptable behavior is noted.

As needed, teacher will discuss with the parent's the child's behavior. If and unacceptable behavior occurs during the day or behavior is uncharacteristic of the child a behavior report will be completed, needs to be signed by the parent and a copy will be retained in the child's file.

The director may request a formal conference with parents.

CHILDREN WILL BE INVOLVED IN THE GUIDANCE PROCESS:

Children will be aware of the classroom guidelines. They will be reminded of the guidelines throughout the day. Both preschool and school age children will have reasonable opportunity to resolve their own conflicts

Learning 4 the Future 2 Center

Sick Policy:

A child suspected of having or diagnosed as having a reportable infectious, contagious, or communicable disease for which isolation is required by the Illinois Department of Public Health's General Procedures for the control of communicable diseases, shall be excluded from the center.

Children shall be screened upon arrival daily for any obvious signs of illness. If symptoms of illness are present, the childcare staff shall determine whether they are able to care for the child safety, based on the apparent degree of illness.

The center will care for mildly ill children unless the following exist:

- a. Illness which prevents the child from participating comfortably in program activities.
- b. Children with diarrhea, head lice, unusual lethargy, persisting crying, difficulty breathing or other signs of possible severe illness.
- c. They have Chicken Pox, Measles, Mumps, Ringworms, and Scabies.
- d. They have a severe rash combined with fever over 100.5°F (oral).
- e. Children with diarrhea combined with rash and fever (oral temperature of 100°F or higher or under the arm temperature of 100°F or higher) shall not be admitted to the childcare center while those symptoms persist, and shall be removed as soon as possible should these symptoms develop while the child is in care.
- f. They have a severe cold and running nose, mouth sore, associated with the child's inability to control his or her saliva, until the child's physician states that the child is noninfectious.

MEDICATION:

L4TF DOES NOT ADMINISTER MEDICATIONS.

Unless given written permission with instructions from the child Medical provider, alone with the parent written permission.

Please Note if a child become ill while in our care, with such illness as: Fever: 101.00 or higher, diarrhea more than twice, vomiting more than twice, child must be picked up within 1hour after calling and speaking with someone, initial call is to parent/guardian, if unable to reach will proceed to call emergency contact list, if unable to contact, will call parent/guardian again. IF Child is not picked up with in the 2nd hour, we'll have to call the ambulance, child will be taken to nearest emergency facility, Fitzsimmons Hospital services in Oak Forest IL or UChicago Medicine at Ingalls Tinley Pk.

Learning 4 the Future Daily Schedule Oak Forest

6am --6:30am	Arrival, Educational TV, Relaxation
6:30am—6:45am	Hand Washing/Washroom Break
6:45am –7:00am	Morning Snack
7:00am – 8:30am	Inside/ Group activity
8:15am – 8:30	Hand Washing/Washroom Break
8:30am---9:15am	Inside/Outdoor/Group activity
9:15am –9:45am	Breakfast
9:45am – 10:00am	Clean up time
10:00am-- 10:30am	Social & Motor Skills
10:30am--11:00am	Curriculum, Circle Time
11:00am---11:15am	Hand Washing/Washroom Break
11:30am—12noon	Lunch Time
12:15noon – 12:30pm	Hand Washing
12:30pm—2:30pm	Afternoon Nap/Relaxation
2:30pm---3:15pm	Group activity
3:15pm---3:30pm	Hand Washing/Washroom Break
3:30pm---3:50pm	Afternoon Snack
3:50p – 4:05pm	Clean up
4:05pm---Until Home 6pm	Group story time/Getting ready to go home

Learning 4 the Future 2 Center

Holiday/No School Days: The Center will be closed on the following holidays.....

New Years Eve & New Years Day

Martin Luther King Day

Good Friday

Good Monday

Columbus Day

Memorial Day

Juneteenth

July Fourth Day

Labor Day

Thanksgiving Day and Day After

Day before Christmas Day, Christmas Day & Day after Christmas Day

If a holiday falls on a Saturday, we will be closed Friday. If it falls on a Sunday, we will be closed on Monday.



Informing Parents/ Guardian of Weather Alert

Learning 4 the Future will keep parents updated with weather Alerts via our Facebook page, alone with emailing each parent, following up with a phone call in the event the center will be open late or closed due to severe weather conditions the night/day before

Supplies:

Your child should bring the following to school:

Ages: 6wks – 15months – 2 complete set of changing clothes including socks, wipes, ointment , pampers/ diapers, formula, extra bottles a child blanket.

Ages 15months -24months: All children needs cot size blanket, 2 complete change of clothes, including socks, formula if needed, pampers/diapers, wipes, ointment, whatever you feel your child needs.

Ages: 2 and 5yrs-All children need a cot size blanket. 1 complete change of clothes, including socks,

***ALL ITEMS BELONGING TO THE CHILD MUST BE CLEARLY
LABELED WITH CHILD'S***

Children are not allowed to bring items from home unless its permitted by the teachers, so please do not let your child bring toys, money, food, gum, candy, and etc.....from home. Many times these items cause a distraction for the children... **The center will not be liable for damage, stolen or lost items.**

Learning 4 the Future child care Center **Tuition, Fees, and Payments**

Registration/Enrollment is Non Refundable \$50.00 fee.

Curriculum Fee is Non Refundable \$30.00 fee.

Deposit of \$150 to hold spot..

Tuition and Co-payments are to be paid by money orders or cashier check.

NO personal checks. 1st method of payment is due via cash or money order

Monthly Co- payments: are due in full for the entire month, and must be paid by the 5th of each month any payments received late will incur a late fee.

This is for families that receive childcare payment assistance.

Private payers Tuitions are as followed: Late payments can result to interruption of service.

Tuition Fee: are due no Later than Monday by (10:00am). NO EXCEPTION!!!. Any tuition paid after 5th, after 10:00am is considered late and a \$10.00 fee will be implemented for each additional day!! If your child is out on tuition day due to illness, closing or vacation day, **tuitions are still due in full as normal.**

Tuition Fee is: 265.00 weekly is \$1,060.00 monthly for infants- 15months
3-days are considered week tuition.

Tuition Fee : \$245 weekly is \$980.00 monthly for 16months – 24months

Tuition Fee \$ \$225.00 weekly is \$900.00 monthly for 2yr – 3 yrs of age.

3-days are considered week tuition.

Tuition fee is: \$230 weekly is \$920.00 monthly for 3-4yrs old that are **Not potty trained. NO EXCEPTIONS.**

3-days are considered week tuition

Tuition Fee is: \$215.00 weekly is \$860.00 monthly for ages 3-5yrs old that are **completely potty trained.**

3-days are considered week full, week tuition is due

4-HOURS OR MORE IS EQUAL TO A FULL DAY TUITION FEE.

OVER 10 – HOURS OF SERVICE USED, THERE IS AN EXTRA \$10, EVERY 30MINS, THAT IS ADDED TO YOUR REGULAR TUITION RATE. THIS MUST BE STATED IN YOUR INITIAL CONTRACT.

L4TF2: Example of Late copayment /tuition letter(please read carefully)

To: Parent/Guardian of: _____

From: Learning 4 the Future

Re: Copayment/payment Late Fees Notice

This is Notice: (please circle one). **After Day 5th Late Fee /After Day 15thLate Fee**

To: (Parent/Guardian name): _____ , you are receiving this notice from LFTF due to nonpayment of your copayment. All Copayments are due by the 1st of each Month. After the 5th of the month any time after 10:00am, there is a \$15 late fee assessed/added. After 15th there is a \$30 late fee assessed/added.

You're receiving either a 5th day notice or 15th day notice.

**5th day notice, you owe \$15 plus your copayment of \$ _____
Total due in order for your child/ren to return to LFTF is \$ _____**

**15th day notice, you owe \$30 plus your copayment of \$ _____
Total due in order for your child/ren to return to is LFTF \$ _____**

Learning 4 the Future Center

Our Curriculum is designed by creative curriculum:

AGE & LEVELS

Infant: (6wks – 15mons) program provides the comfort of a home and the kind of love that a mother gives. There is no curriculum. The infants are going to be learning to use their cognitive, verbal, and motor skills. (Crawling, pulling up, walking etc), We will work with each child on their social and emotional development.

Toddlers (15mons – 24mons) - Our toddler program provides the comfort of a home and the kind of love that a mother gives. The environment is friendly, loving, clean, safe, well equipped and nurturing. Our program is designed for maximum opportunities for motor, cognitive, verbal, social and emotional development of each child.

2yr old program provides the comfort of a home and the kind of love that a mother gives. The environment is friendly, loving, clean, safe, well equipped and nurturing. Our program is designed for maximum opportunities for motor, cognitive, verbal, social and begin to prepare each child for the preschool setting.

3yrs - Pre- School - Each of these programs offer the children a curriculum that will allow them to develop intellectually, physically and emotionally, The curriculum is also designed so that preschoolers can make an easy transition into any kindergarten program. Each program offers the following:

Reading Readiness
Creative Play
Communication Skills
Literary Skills
Arts and Crafts

Fine Motor Skills
Gross Motor Skills
Social Development
Mathematic Readiness
Intro Spanish lessons

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Food and Sanitation certified - Our meals are approved by the state (Healthy start food program) and managed by a staff member with certification in food and sanitation. Meals are catered.

Our center is sanitized and cleaned on a daily basis; all equipments are sanitized daily before they are used by staff or child. We perform a deep cleaning 2-3 times a month by a licensed cleaning company

We offer 2 cooked meals and 1 snacks daily.

Insurance - We carry liability insurance which meets the requirements established for child care centers in the state of Illinois

Learning 4 the Future is an all year around center

Learning 4 the Future Center

School Adjustment for Parent and Child

We want you to know that we share and understand parent/child separation. Both parent and child experience separation anxiety. These are natural feelings. To help you and your child make this transition, here are some helpful hints:

The child will adjust quicker if the parent says goodbye and leave as quickly and unhesitatingly as possible. Don't hang around the Center. Try not to show your anxiety.

If the child cries during separation, he/she will usually settle down after a few minutes sometime it may take longer.

Some children may need as much as 4-5 weeks to make adjustment.

Try not to bribe the child with candy if she/he promises not to cry.

For the first few weeks if it's possible, you may want to pick up the child as soon as possible. During the Adjustment period if a child/ren doesn't seem to be adjusting or showing extreme behavior, we'll asked they are pick up after a about 4-5 hours Typically after lunch. Some children need longer adjustment time, Steps to the Future is here to assist you with your childcare needs, and we also need the family to work with us.

When the child gets home, talk about their day at the center.

Some children may experience a delayed reaction. He/ she may not cry on the first day or week but, begin to miss their parent and begin to cry later on.

If you have any concerns please feel free to discuss with the director.

The center has an open door policy. The Parent/Guardian shall be permitted to visit the center without prior notice during the hours their children (ren) are in care.

Parent's/ Guardians will receive planned scheduled progress reports, notices (yearly, quarterly), (Weekly and Daily if necessary), and verbal consultations as a means of communication between the center and the Parents.

Please note we are here to provide Quality care, Not just any care. Quality.

Learning 4 the Future Child care Center
5488 - 5496 W. 159th st.
Oak Forest, IL 60652
Phone: 708-897-0145
Fax# 708-926-2799
Email:Lftfchildcare@gmail.com

Pre-Registration Forms

Name: _____

Address: _____

City: _____ **Zip Code:** _____

Phone: _____

Children

Ages

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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Phone: 708-897-0145
Ph# 708-897-0145 Fax# 708-926-2799

Email: LFTfchildcare@gmail
Learning 4 the Future Center
5488 - 5496 W. 159th st.
Oak Forest, IL 60652
Registration Form
(Please Print)

Name of Child: _____ Gender M or F (B.D): _____

Home Address: _____ Telephone#: _____

Mother's Name: _____ Address: _____

Telephone#: _____ Cell#: _____ Email _____

Mother's Employer: _____ Occupation: _____

Address: _____ Telephone#: _____

Father's Name: _____ Telephone#: _____

Telephone# _____ Cell#: _____ Email: _____

Father's Employer: _____ Occupation: _____

Address: _____ Telephone#: _____

Marital Status: Married Single Divorced Widowed

Legal Guardian: _____

Emergency Contacts & Authorized Pickup
(At least two)

Name: _____ Address: _____ Telephone: _____

Relationship: _____ Name: _____ Address: _____

Telephone: _____ Relationship: _____

Enrollment Date: _____ Termination Date _____

Parent Signature _____

Learning 4 the Future Child care Center

I/We need childcare on

Mon	Tues	Wed	Thurs	Fri
From: _____	From: _____	From: _____	From: _____	From: _____
Until: _____	Until: _____	Until: _____	Until: _____	Until: _____

If there are any special needs that your child requires please explain:

Tells us about your child/children: Any Special Needs/ Anything that we should know about your child...

Parents/Guardians Signature

Date:

Learning 4 the Future Childcare Center

Child's Profile

Dear Parent:

Thank you for choosing learning for the future day care center. With your help we can get to know your child a little more. We would like to know your child's interests, hobbies, like and dislikes so that we can cater to their personality by providing activities that will enhance their individual creativity and independence.

Child Name _____ Age _____

Mother/Guardian _____

Father/Guardian _____

Child's Personality

1. What are your child's favorite toys? _____

2. What are your child's favorite activities? _____

3. Does your child have any specific fears? _____

4. How does your child react to frustration and express anger? _____

5. How does your child react to change? _____

6. Describe your child's personality? _____

7. Is your child potty trained (if applicable) Y or N, if no and child is 3yrs or older are you working with your child? Explain, _____

Home Life

7. What language is spoken at home? _____

8. How do you comfort your child? _____

Learning for the Future Center

Child Pick up List

I give permission for the follow persons to pick up my child (ren) from Learning 4 The Future center when I'm unable.

1. Name: _____ Relationship: _____
Phone# _____ Address: _____
2. Name: _____ Relationship: _____
Phone# _____ Address: _____
3. Name: _____ Relationship: _____
Phone# _____ Address: _____
4. Name: _____ Relationship: _____
Phone# _____ Address: _____

Proper I.D must be shown when picking up children.

Any person name not on this list will not be able to pick up child. Unless prior arrangements have been made by parent/guardian and the center director has been notified...

Learning for the Future Center:

Medical History

Date Enrolled: _____

Date Withdrawn: _____

Child's Name: _____

Date of Birth: ___/___/___

Enrolling Parent: _____

Phone#: (____) _____ - _____

Address: _____

City _____ State _____ Zip Code _____

1. Environmental Allergies (list)

Medication _____ Dosage _____ Time _____

2. Food Allergies (list)

Medication _____ Dosage _____ Time _____

3. Asthma Yes or No (circle one)

Restrictions: _____

Medication _____ Dosage _____ Time _____

4. Cardiac Condition: Yes or No (circle one)

Restrictions: _____

Medication _____ Dosage _____ Time _____

5. Diabetes: Yes or No (circle one)

Restrictions: _____

Medication _____ Dosage _____ Time _____

6. Glasses: Yes or No (circle one)

7. Seizure Disorder: Yes or No (circle one)

Date of last seizure: _____

Other: _____

Learning 4 the Future Center

Consent Form

Date: _____

Child's Name: _____

Parent/Guardian : _____

1. I hereby give permission for my child to receive first aid treatment at L4TF2.

Parent Initials

2. I hereby give permission for my child to participate in field trips in and around the local neighborhood (i.e. park, library, fire stations etc.)

Parent Initials

3. I hereby give permission for my child to be transported from L4TF 2daycare center to School Mon – Fri, and returned to the center until pick up.

Parent Signature:

4. I hereby give permission for my child to participate in photographs that may be taken at

Parent Initials

Parental Emergency Consent record for Child

If an emergency situation arises, I give permission to steps to the future staff to take my son/daughter to the nearest hospital for treatment, and I will be notified as soon as possible.

Child Name: _____

Parent/Guardian Signature: _____

Job Telephone # _____ Emergency contact # _____

Date: _____

Learning 4 the Future Center

Emergency Information

Date: _____

Child's Name _____

Date of Birth ___/___/_____

Sex: Male or Female (please circle one)

Parent/Guardian Name: _____

Home#: : (____) _____ - _____

Address: _____

City _____ State _____ Zip _____

Mother's Name: _____

Work phone#: (____) _____ - _____ Ext: _____

Cell phone# : (____) _____ - _____

Father's Name: _____

Work phone#: (____) _____ - _____ Ext: _____

Cell phone# : (____) _____ - _____

CONTACT IF PARENT CANNOT BE REACHED:

1. Name: _____

Relationship to child: _____

Home phone#: (____) _____ - _____

Cell phone#: (____) _____ - _____

2. Name: _____

Relationship to Child: _____

Home phone#: (____) _____ - _____

Cell phone#: (____) _____ - _____

Doctor's Name: _____

Address: _____

Phone#: (____) _____ - _____

Grace Waiver

I Give My Child:

**Permission to say grace at each meal while they attend
Learning for the Future Childcare Center.**

Parent Signature

Date

Learning 4 the Future Center

Termination of Services

I/ We wish to terminate the childcare service provided by Learning 4 the Future due to the Following:

My/Our Child's _____ last day will be _____.
As required, I/We are providing a two-week notice. I/We agree to abide by the handbook, policies and guidelines for Learning 4 the Future center during the 2week time period.

I/We understand that all childcare fees due for the remaining of the 2 weeks are our responsibility and are due at the time of withdrawal. As it states in our/your handbook

Learning 4 The Future has the authority to terminate services at will due to Excessive behavior complaints, Child NOT adjusting to the center or the center guidelines and rules, unacceptable language, or behavior..

Parent/Guardian Signature

Date

Director Signature

Date

LEARNING 4 THE FUTURE CHILDCARE CONTRACT

This agreement is made by and between Learning 4 the Future, Licensed Childcare Provider and (Child's Name _____), Parent/Guardian of _____.

The following has been agreed upon between the two parties beginning Date _____

I/We have read and agree to full contents of the Parent's Handbook. I understand that disregarding these policies can result in termination from childcare enrollment.

I understand that I must follow the termination policy as it is written in the Parent's Handbook.*

I/We agree to the weekly rate/ monthly co pay _____ to be paid the Friday before the week of care to begin, no later than Monday of start week for my child/ren _____

_____. Your arrival time will is _____, and pick up time is no later than _____ according to time that is requested on application/ enrollment form. Monday through Friday. Any added time before or after those times indicated above must be discussed at time of enrollment, if your child is not pick up at the designated time a late pickup fees will be added to the bill and payment must be made or payment arrangement must be discussed in order for your child/children to return.

This agreement shall be in effect until which time parent/guardian or provider has given termination notice in accordance to the Parent Handbook policy,

THIS AGREEMENT AND THE PARENT HANDBOOK WHOLLY STATE THE OBLIGATIONS OF THE PROVIDER; THERE ARE NO OTHER IMPLIED OBLIGATIONS. ANY AMENDMENTS TO THIS AGREEMENT MUST BE DISCUSSED AND PUT IN WRITING AND SIGNED BY BOTH PARTIES.

Licensed Child Care Provider/Manager

Date

BOTH PRIMARY PARENTS MUST SIGN OR PARENT/GAURDIAN

Parent/guardian

Date

Parent/guardian

Date

Please complete the form below and promptly return to the Director

**Acknowledgement of Licensing Standards, Policy Procedures
& Guidance and Discipline within Handbook**

Date: ___/___/___

**I/We, _____ have received and
read a copy of Learning for the Future Center Parent Handbook.
I /We understand and will follow all policies.**

**Name of
Child** _____

**Signature of
Parent/Guardian** _____

**Signature of
Director:** _____